CONFIDENTIAL

MEMORANDUM

14 November 1947

TO:

Assistant Directors
Administrative Officers

FROM:

Executive for Administration & Management

SUBJECT: Records Administrator for CIA

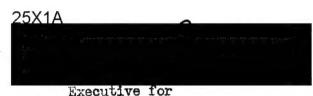
1. The Assistant Chief, Central Records Division, Services Branch, A&M, in addition to his other duties, has been designated as the Records Administrator for CIA.

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2. In order to develop a uniform file system for administrative material in CIA, is being assigned the task of examining administrative file needs of the various offices of CIA. Such assistance and suggestions that you can give during the course of this survey will be appreciated.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Administration and Management

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